

Public Works Approval Matrix – Final Signatures

The chart below shows the final approval level for the listed document. Most documents need to be approved by the Division Manager prior to submission to the Director's Office. Once the DM has approved the document or transmittal, forward it to the person in the **Submit To** column. They will get the final signature, if required, and submit for processing or notify you that the document is ready for pick up.

Item	Muni Code /City Policy		Final Signature	Submit To
Add/Delete Request			Assistant Director	Steve McCollum
AEA Premium Pay Approval			Principal Accountant ²	Roxanne Cook
Application and Certificate for Payment (contract payment)	Special Provision 9-1.06 (A) & (B)		Division Manager ¹	Kathy La (vendors A-Q) Kayla Do (R-Z)
BAAQMD Permits - Bay Area Quality Management District (<i>Include Transmittal to CMO</i>)	Generally 2.04.4220		Director/CMO	Director's Office
Badge/Security Request Form (<i>New, Replacement or Building Access Change</i>)			Assist Director/Admin Officer	Felipa Driscoll
Bereavement Leave			Supervisor	Kayla Do
Bilingual Pay Request			Admin Officer	Felipa Driscoll
Bond Disbursement Requests			Assistant Director/Deputy	Director's Office
Bond Disbursements - Fire & Police			Assistant Director/Deputy	Director's Office
Bumping Exemption Request Form			Assistant Director/Deputy	Steve McCollum
Cancer Screening Release Time Form			Division Manager	Kayla Do
CDBG – Memorandum of Performance			Director	Director's Office
Cell Phone Authorization Request Form			Deputy	Matt Loesch
Certificate of Occupancy	24.02.610-670		Director	Director's Office
Certificate of Substantial Completion	Std Spec 7-1.166		Director	Director's Office
CIP Budget/Schedule Reset Request			Assistant Director	Director's Office
Construction Contracts (Director Award)	Res. No 73532		Director	Roxanne Cook
Consultant Agreement - CMO	4.04.020		CMO	Roxanne Cook
Consultant Agreement - Council			Council	Roxanne Cook
Consultant Payment			Division Manager ¹	Kathy La (vendors A-Q) Kayla Do (R-Z)
Contract Change Order <\$20K; 25 days	14.04.415	***	Section Manager ⁵	Kathy La (vendors A-Q) Kayla Do (R-Z)
Contract Change Order <\$50K; 50 days	14.04.415	***	Division Manager ¹	Kathy La (vendors A-Q) Kayla Do (R-Z)
Contract Change Order <\$100K; 100 days	14.04.415	***	Assistant Director/Deputy	Kathy La (vendors A-Q) Kayla Do (R-Z)
Contract Change Order <100K; 180 days	14.04.415/420		Director	Kathy La (vendors A-Q) Kayla Do (R-Z)

¹ Includes Fleet Manager, Radio Communications Manager, Principal Engineer, and Building Management Administrator

² Administrative Officer or Principal Accountant

³ Public Works Director is the City Engineer-No Delegation Allowed

⁴ Delegation memo from Director to Staff must be on file (*currently being revised*)

⁵ Includes Facility Supervisors

* Monthly or Annual Report to be submitted to Director's Office

** Signature block must be person specific

*** Refer to *Delegation of Authority for Change Orders 1-13-16 (currently being revised)*

(Note: Library Pay Letters and Change Orders do not go to PW Fiscal)

**** On-Call Construction work above \$100K can only be for maintenance

Item	Muni Code /City Policy		Final Signature	Submit To
Contract Payments			Division Manager ¹	Kathy La (vendors A-Q) Kayla Do (R-Z)
Contract Transmittal to City Manager			Director	Director's Office
Contracts with No Compensation			Deputy/CAO	Roxanne Cook
Developer Contracts (Majors)/Improvement Agreements	14.04.330/ 19.32.125		Director/Asst Director	Director's Office
Developer Contracts (Majors)/Improvement Agreements – Max reimbursement \$1,000,000	14.04.160		Director/Asst Director	Director's Office
Developer Improvement Plans (Majors)	14.04.330/ 19.32.125		Director/Asst Director	Director's Office
Development Services Claim for Refund >\$10K			Deputy Director	Roxanne Cook
Disciplinary - Formal Process			Director/Asst Director	Felipa Driscoll/ Steve McCollum
Educational Reimbursements			Principal Accountant ²	Kayla Do
Employee Reimbursements			Principal Accountant ²	Kayla Do
Encroachment Permits	13.36.020 13.36.030 14.05.200		DS Assoc Engineer or Above ⁴	N/A
Engineer's Report/District Formation			Director	Director's Office
ESP Lien Releases			Assistant Director/Deputy	Director's Office
ESP Segregation Maps			Assistant Director/Deputy	Director's Office
Event Contract			Deputy	Jennifer Garcia
Event Free Use			Deputy	Jennifer Garcia
Execution of Leases			Assistant Director	Director's Office
Flyers (Retirement or Events)			Assistant Director	Director's Office
FMS User Set Up			Principal Accountant ²	Steve McChesney
Grading Exemptions	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	N/A
Grading Plans	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	N/A
Grants of Easement (Acceptance)	CM Delegation 1/10/08		Assistant Director	Director's Office
Higher Class Pay (ACS, Facilities, Fleet, Radio)			Division Manager ¹	Kayla Do
Higher Class Pay (all others)			Division Manager ¹	Kayla Do
Hiring Freeze Exemption Request			Assistant Director	Steve McCollum
Improvement Plans/Permits (3-Minor)	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	N/A
Interagency Plans/Permits (>\$100,000 in improvements)	14.04.310 13.36.020 13.36.030		Director/Asst Director	Director's Office

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Job Orders			Assistant Director/Deputy	Director's Office
Jury Duty Pay Waiver Certificates			Employee signature	Kayla Do
Leave of Absence/FMLA			Assistant Director/Deputy	Felipa Driscoll
Letter of Credit			Assistant Director/Deputy	Director's Office
Letter of Intent for Extra Work	Std Spec 4-1.03		same as for CCOs	Kathy La (vendors A-Q) Kayla Do (R-Z)
Management Flex Schedule Agreements (Below DM)		*	Division Manager ¹	Division Analyst
Management Flex Schedule Agreement (DM's & Above)		*	Assistant Director	Director's Office
Management Higher Class Pay Memo			Director	Steve McCollum
Minor Contract for Go021ods/Services <\$100K			Director/Assistant Director	Roxanne Cook
MPP Evaluations			Assistant Director/Deputy	Felipa Driscoll
Non-Management Alternate Work Schedule Application			Division Manager ^{1,2}	Felipa Driscoll
Non-Management Appraisals			Division Manager ¹	Roxanne Cook
Notary Services Approval			Administrative Officer ²	Roxanne Cook
Notice of Completion & Acceptance (Development Related)	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	Roxanne Cook
Notice of Completion & Acceptance (Non-Development Related)	Std. Spec 7-1.17	**	Assistant Director/Deputy	Roxanne Cook
Notice of Responsibility (transferring completed improvements)			Director	Director's Office
Notice of Tree Removal			Director	Project Manager
Outside Work Permit		*	Assistant Director	Roxanne Cook
Over-strength Request			Assistant Director/Director	Steve McCollum
Overtime Authorization – no form			Supervisor	Time card entry
Overtime Authorization-Holiday for Pay- no form			Principal Accountant ²	Steve McChesney
Parcel/Final (Tract) Maps	19.16.180 /19.16.140		Director/Asst Director	Director's Office
Parking Permit – Inspector			Assistant Director/Deputy	Roxanne Cook
Parkland Agreements/Amendments	CM Delegation 2/17/09		Director/Asst Director	Roxanne Cook
PDP Reimbursements			Principal Accountant ²	Kayla Do
People Soft System Operator Access Request Form			Administrative Officer ²	Felipa Driscoll

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Permit – CDFG			Assistant Director/Deputy	Director's Office
Petty Cash			Principal Accountant ²	Melissa Patterson
Plans & Specs - 100% (Appt required – request through CPMS)	14.04.430		Director	Director's Office
Plans & Specs Addenda			Division Manager	N/A
Plans & Specs Memo			Director	Director's Office
Position/Section Changes			Felipa Driscoll	Division Analyst
Position Reallocation Request			Director	Steve McCollum
Private Street Plans	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	N/A
Procurement Card Application			Deputy Director	Steve McChesney
Procurement Card Statements			Supervisor	Doug Andreen (Facilities div) Kathy La (everyone else)
Proposed Estimate of Final Payment	Std Spec 9-1.07B		Division Manager ¹	Fiscal
PW Office Reconfiguration <\$2000 (email request)			Director or designee	Joe Garcia
PW Office Reconfiguration >\$2000 (work order request)			CMO	Joe Garcia
Qualifying Promotional Form			Assistant Director/Deputy	Felipa Driscoll
Rehire Retiree			Assistant Director	Steve McCollum
Remote Access (IT)			Matt Loesch	Felipa Driscoll
Request for RFQ/RFP			Director	Director's Office
Request to Negotiate			Director	Director's Office
Sanitary Sewer Lateral Permits	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	N/A
Senior Level Promotions			Director	Steve McCollum
Separation from City (Exit interview forms)			Supervisor	Felipa Driscoll
Service Order <\$20K			Section Manager ⁵	Kathy La (vendors A-Q) Kayla Do (R-Z)
Service Order <\$50K			Division Manager ¹	Kathy La (vendors A-Q) Kayla Do (R-Z)
Service Orders ≤\$100K			Assistant Director/Deputy	Kathy La (vendors A-Q) Kayla Do (R-Z)
Service Orders >\$100K & ≤ Agreement Amount			Director	Kathy La (vendors A-Q) Kayla Do (R-Z)
Solar Installation - Notice to Proceed			Director	Director's Office
Statement of Travel Activity (Top portion of form is the approval to travel)		*		

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Local In State Out of State or International Out of State or Intl – 3 employees from same dept			Division Manager ¹ Deputy Director Director City Manager	Melissa Patterson
Statement of Travel Activity – Reimbursements (Bottom portion of the form after travel has occurred)		*	Principal Accountant ²	Melissa Patterson
Storm Sewer Lateral Permits	1.04.080 Dir. Delegation 4/13/06		DS Assoc. Engineer or Above ⁴	N/A
Street Vacation Notices	Dir. Delegation 4/13/06		DS Assoc Engineer or Above ⁴	N/A
Surplus Equipment - Office equip & furniture	4.16.200-290		Deputy/Div Manager	Dan Keller
Surplus Equipment - Technical Equipment	4.16.200-290		Deputy/Matt Loesch	Matt Loesch
Task Orders (Construction)	14.15.190	*****	Same as CCO's	Kathy La (vendors A-Q) Kayla Do (R-Z)
Task Orders (Consultant)			Same as SO	Kathy La (vendors A-Q) Kayla Do (R-Z)
Temporary Position Requests			Assistant Director/Deputy	Steve McCollum
Temporary Reduced Work Week			Deputy Director	Felipa Driscoll
Time Card Adjustments - < 4 pay periods			Supervisor	Kayla Do
Time Card Adjustments - > 4 pay periods			Division Manager	Kayla Do
Tract Improvement Plans	14.04.330 19.32.125		City Engineer ³	Director's Office
Tract Agreements	14.04.330		City Engineer ³	Director's Office
Training Request			Supervisor	N/A
Transportation Request (City Driving Permit)			Section Manager	Felipa Driscoll
Utility Agreements <\$5K			Section Manager	Roxanne Cook
Utility Agreements <\$20K			Division Manager ¹	Roxanne Cook
Utility Agreements <\$100K			Assistant Director/Deputy	Roxanne Cook
Utility Agreements >\$100K			Council	Roxanne Cook
Utility Permits	15.50.310		DS Assoc Engineer or Above ⁴	N/A
Vehicle & Equipment Request Form (Other departments-Submit to Joe Garcia/Dan Sunseri direct)			Director (for PW only)	Director's Office
Voluntary Furlough Requests (Below DM)			Division Manager ¹	Felipa Driscoll
Voluntary Furlough Requests (DM & Above)			Assistant Director	Felipa Driscoll

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